



PROFICIENCY EVALUATIONS

THE PROFICIENCY EVALUATION PACKET MUST CONTAIN:

- ☐ A letter from you addressed to the Proficiency Evaluation Committee requesting the review. Indicate the test(s) and include the test code(s) for which you are requesting review. Indicate in the letter your address and contact information.
- ☐ If you completed an approved teacher education program in the state of INDIANA, you must include a letter from the licensing advisor indicating you have met all program requirements except for passing scores on Praxis exams. **If you have not completed an approved program including field or clinical experience and/or student teaching, then you are not eligible for a PEC review.**
- ☐ If you completed an out-of-state teacher education program, then you must include an evaluation letter from the Indiana Department of Education. If you have not received an evaluation, you may obtain the materials for doing so at:
<http://www.doe.in.gov/dps/licensing/checklists/Checklist%20-%20Out%20of%20State%20Graduates%20Original%20License.pdf> **If you have not received an evaluation of your out-of-state education program then you are not eligible for a PEC review.**
- ☐ Examinee Score Reports showing you have taken tests with special accommodation(s) granted by Educational Testing Services (ETS) and the letter from ETS outlining the type of accommodation(s). **If you have not taken exams with special accommodations, then you are not eligible for a PEC review.**
- ☐ Documentation of a disability from a professional licensed to make the diagnosis.
- ☐ Examinee Score Report that indicates your testing history (shows **all** Praxis exams you have taken whether passing or not passing).
- ☐ Official college/university transcripts indicating your degree and date conferred as well as evidence of completing an approved education program.
- ☐ Letter of support from a professional educator with whom you have worked; such as a supervising teacher and/or the administrator where student teaching was completed.
- ☐ Letter of support from a college/university faculty member who has supervised your clinical experience; such as your student teaching and who can attest to your proficiency in classroom performance.

- ☐ A statement in your own words which addresses the following items:
 - any special help or tutoring you had prior to or while you were in college. If you had none, then indicate that in your statement; and
 - whether or not the testing accommodations you received were the accommodations you requested from ETS.
- ☐ Other relevant documentation that directly addresses your proficiency in the test area(s) for which you seek a proficiency review. This may include items such as letters from employers, professional colleagues, participants in youth or religious organizations, etc., who have current and first-hand knowledge of your competence and skills as an educator and who can provide “real-life” examples attesting to your proficiency in the specific areas in question.

Send the original packet and **three (3)** copies fastened together with paper clips or rubber bands and send to:

***Kathy Meriwether, Proficiency Evaluation Review Coordinator
Office of Educator Licensing and Development
151 West Ohio Street, Indianapolis, IN 46204***

Please note the following:

- ☐ Unless all items are submitted, your packet will be considered incomplete and will not be submitted to the Proficiency Evaluation Committee. Upon initial review by the PEC, you may be required to submit additional documentation.
- ☐ The PEC meets on a regular basis to review requests for proficiency evaluations.
- ☐ You will be notified in writing of the committee’s decision.
- ☐ You can contact Educational Testing Services at (800) 772-9476 or www.ets.org
- ☐ If you have questions about your submission, you may contact Kathy Meriwether at (317) 232-9035 or kmeriwet@doe.in.gov

***Application for a Proficiency Evaluation Committee Review
does not guarantee the request will granted.***